

**Building Division
(520) 421-8630**

Single Family Residence Submittal Requirements

Upon submittal for SFR, provide:

1. An application, including the information on the reverse side of the application.
2. Two (2) copies of site/plot plan. (The site/plot plan must show, all dimensions to property lines, driveway and sidewalks, utility locations and runs, fence height, type, returns, and gates. The finish floor elevation and square footage breakdowns.)
3. Two (2) complete sets of plans,
3. Two (2) copies of structural calculations (if required),
4. Two (2) sets of truss schedules,
5. Alternate Means and Methods Letter for the use of the 2000 International Residential Code (If applicable, see attached)

A plan check fee will be required at time of submittal. The fee will be based on square footage of plan and can be provided to you.

Our review time for all first submittals is 2 – 3 weeks. All plans that are intended for standard plan designation are subject to the same review time and when accepted and approved as standards, the subsequent lot specific submittals review time is 5 – 7 days.

Once permitted, the approved plan must be on site for any inspections requested.

Please don't hesitate to contact the Building Division with any questions.

**7:30 a.m. to 5:30 p.m.
Monday thru Friday**